



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT # : FINCN/03-826EBB

OPENING DATE : 10/17/03

CLOSING DATE : 11/06/03

POSITION TITLE, SERIES & GRADE : Contract Specialist
GS-1102-12/13

PROMOTION POTENTIAL : Full performance level is GS-13

NUMBER OF VACANCIES : 1

SALARY RANGE : \$58,070.00 - \$89,744.00 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Management

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM:

(a) Present and former Federal employees with competitive status who reside within the Washington DC commuting area, OR (b) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, and reside within the Washington DC commuting area.

SUMMARY OF DUTIES:

The incumbent of this position serves as a contract specialist in the Logistics Section of the Office of Management, in the Financial Crimes Enforcement Network (FinCEN), exercising authority within designated limits to commit orders, agreements and contracts and performs a full range of pre-award and post-award functions as they relate to agreements, contracts and simplified acquisitions. Employee plays a key role in planning the acquisition strategy, including approaches to complex, multi-faceted, long-term contracts. Conducts or oversees competitive and non-competitive processes, negotiations, and contract administration and termination activities. Develops program policies and guidelines. Represents FinCEN at internal and external procurement meetings.

BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, telework opportunities, Student Loan Repayment, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

SECTION I: MINIMUM QUALIFICATIONS REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:

Summary of Qualifications Requirements: Beginning January 1, 2000, all GS-1102 employees who have continuously encumbered GS-1102 positions since January 1, 1998, or earlier, will be considered to have met the "new" standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 13, 14, and 15 will be considered to meet the standard for other GS-1102 positions at their same grade including positions at other agencies. They will, however, have to meet the new basic requirements in order to qualify for promotion to a higher grade, beginning January 1, 2000. In addition, all employees must meet specialized experience requirements when seeking another position.

ALL of the following are required to qualify: For GS-12: (A) A 4-year course of study leading to a bachelor's degree with a major in any field; OR (B) at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Applicants who are qualifying based on experience must possess at least 1 year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above, **AND** must at a minimum meet Treasury's standards for a Level 1b warrant designation. These standards can be found on <http://www.treas.gov/offices/management/dcfo/procurement/training/careerhandbook2001.pdf>.

For GS-13: (A) Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4 years of experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position. Mandatory training includes courses in basic and intermediate contracting, basic and intermediate contract pricing, and government contract law. Specific course information on the mandatory training may be found at <http://www.treas.gov/offices/management/dcfo/procurement/training/careerhandbook2001.pdf>. Applicants with an approved Certificate Fulfillment will be considered to meet the mandatory training requirements; **AND** (B) A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, **AND** must meet Treasury's minimum standards for a Level 2 warrant designation. These standards can be found on <http://www.treas.gov/offices/management/dcfo/procurement/training/careerhandbook2001.pdf>.

Time-in-grade Requirements: Applicants must have acquired 52 weeks of Federal service at or equivalent to the next lower grade level no later than 60 days from the closing date of this announcement.

U.S. Citizenship: Applicants **MUST** be citizens of the United States and, if selected, present proof.

Selective Service Registration: If selected, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so.

SECTION II: APPLICANTS WHO MEET MINIMUM QUALIFICATIONS REQUIREMENTS WILL BE RATED UNDER THE FOLLOWING "EVALUATION CRITERIA":

For GS-13:

1. Knowledge of the Federal Acquisition Regulations, relevant GAO decisions, and other regulatory and statutory guidance. **(Applicants should describe their knowledge concerning the FAR, GAO decisions and statutory guidance. Applicants should also describe their experience in research and resolving complex procurement issues.)**
2. Knowledge of and ability in the full range of acquisition functions – pre-award and post award. This includes the experience in formal advertising, simplified acquisition processes, negotiated acquisitions, required sources of supply, contract administration, and contract termination. **(Applicants should describe their experience in each of these functional areas.)**
3. Knowledge and ability of business practices and market conditions to develop acquisition sources; negotiate with vendors; and evaluate bid responsiveness, contractor responsibility and contractor performance. **(Applicants should address their experience in these areas and provide a few examples.)**

4. Ability to develop plans, policies, procedures, guidelines, reports, analyses, and correspondence for procurement activities. **(Applicants should describe their experience and involvement in developing and preparing the documents described.)**

For GS-12:

1. Knowledge of the Federal Acquisition Regulations, relevant GAO decisions, and other regulatory and statutory guidance. **(Applicants should describe their knowledge concerning the FAR, GAO decisions and statutory guidance. Applicants should also describe their experience in researching complex procurement issues.)**
2. Knowledge of and ability in the full range of acquisition functions - pre-award and post award. This includes experience in formal advertising, simplified acquisition processes, negotiated acquisitions, required sources of supply, contract administration, and contract termination. **(Applicants should describe their experience in each of these functional areas.)**
3. Knowledge and ability of business practices and market conditions to develop acquisition sources; negotiate with vendors; and evaluate bid responsiveness, contractor responsibility and contractor performance. **(Applicants should address their experience in these areas and provide a few examples.)**
4. Ability to develop policies, procedures, guidelines, reports, analyses, and correspondence for procurement activities. **(Applicants should describe their experience and involvement in developing and preparing the documents described.)**

Basis of Rating:

- Applicants will first be reviewed to determine if they meet the minimum qualification requirements in Section I.
- Those who do will be evaluated as to how well they meet the evaluation criteria in Section II.
- Applicants **MUST** provide detailed information related to the evaluation criteria in their application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility.
- Applicants **MUST address each of the evaluation criteria** separately and attach it to their application/resume.
- If this is a multiple grade level announcement, you should identify specifically which grade level(s) you wish to be considered for by indicating your choice(s) on your application package and addressing the appropriate evaluation criteria for each individual grade level(s), if applicable.

APPLICATIONS THAT DO NOT SPECIFICALLY ADDRESS ALL THE EVALUATION CRITERIA WILL BE CONSIDERED AS INCOMPLETE AND WILL NOT RECEIVE FURTHER CONSIDERATION.

SECTION III: CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:

Background Investigation: In accordance with Executive Order 12968, a background security investigation will be required for all new hires. Although individuals may be appointed prior to completion or updating of a full personal history background investigation, continued employment with FinCEN is contingent upon satisfactory completion of the background investigation, and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Screening: This position is a Testing Designated Position. Satisfactory completion of the drug test is a condition of employment in this position and incumbents of this position will be, thereafter, subject to Random Drug Screening.

Probationary Periods – Employees who have not already completed one will need to successfully complete a one-year probationary period.

Tax Record Check: Selectee may be subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as annual income tax filing record check.

Statement of Employment and Financial Interest may be required.

Direct Deposit: All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

Relocation Expenses: Will not be paid.

Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired or you may be removed after you begin work.

APPLICATION INFORMATION

SECTION IV: REQUIRED APPLICATION MATERIALS

Current employees of the Financial Crimes Enforcement Network (FinCEN) MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- A copy of their most recent performance appraisal.
- A copy of their college transcript.

All other applicants MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- A copy of their most recent performance appraisal; and
- Attach a copy of their most recent SF-50, Notification of Personnel Action, or equivalent proof of current or prior competitive status; and
- If you are a Veteran, submit a copy of your DD-214.
- A copy of their college transcript.

Please download, complete, and submit the following optional forms:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on to www.usajobs.opm.gov/OF612.htm.

See Section V for the specific information that must be included in your OF-612, resume, or other written application format.

SECTION V: INFORMATION THAT MUST BE INCLUDED IN YOUR OF-612, RESUME, OR OTHER WRITTEN APPLICATION FORMAT:

Job for which applying: Vacancy Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of citizenship.
- Please show the highest Federal civilian grade held, job series, and dates of employment in grade, if applicable.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.

- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience: for each paid or non-paid position held related to the job for which you are applying (do not attach job descriptions):

- Job Title (include series and grade if Federal job).
- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.).

Applicants MUST provide the information required in the announcement, including sufficient information for evaluation of their qualifications and for determining whether they have had one year of relevant experience at the next lower grade to the grade for which applying. Please do not submit your application package in a notebook or binder or in disk format; include extraneous information; or enclose documents related to the above unless specifically requested.

SECTION VI: SUBMITTING APPLICATION MATERIALS:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/03-826EBB
P.O. Box 39
Vienna, VA 22183-0039**

HOW TO APPLY:

All application materials **MUST** be postmarked by the closing date of this Vacancy Announcement. Failure to provide timely, complete information will result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

For additional information, please call Wanda Haynes (703) 905-3503. TDD (703) 905-3839.

NOTES:

- All application materials **MUST** be sent to the mailing address shown.
 - All materials and the envelope **MUST** include the vacancy announcement number.
 - FAX and email documents will not be accepted.
 - Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting materials using U.S. Government, "Official Use Only" postage and fees paid envelopes will not be considered for the vacancy.
 - Applications will become part of the vacancy announcement case file and will not be returned to the applicant.
 - Acknowledgment of receipt of the application will be sent to all applicants.
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SECTION VII: OTHER INFORMATION

INFORMATION FOR APPLICANTS DISPLACED FROM POSITIONS WITH THE FEDERAL CIVILIAN SERVICE, PANAMA CANAL ZONE, OR D.C. DEPT. OF CORRECTIONS:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive selection priority for positions throughout the continental United States.

REASONABLE ACCOMMODATION:

The Financial Crimes Enforcement Network provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

THE FINANCIAL CRIMES ENFORCEMENT NETWORK (FINCEN) IS AN EQUAL OPPORTUNITY EMPLOYER:

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.